

## Accepting Delivery Of Live Animals Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

## THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

## CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	

### Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

### Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

### Notes on Hierarchy of Controls:

Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. PPE

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

*aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.*

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation of Receiving Area	slippery floors, inadequate lighting	3H	<ul style="list-style-type: none"> <li>- Ensure floors are dry and free from obstructions.</li> <li>- Adequate lighting should be installed and functioning.</li> <li>- Set up clear signage to guide delivery personnel.</li> <li>- Prepare first aid kits and emergency contact information available.</li> <li>- Train staff in handling live animals safely.</li> <li>- Establish a communication plan with the delivery service.</li> <li>- Demarcate no-parking zones around delivery areas.</li> <li>- Perform a safety briefing with all personnel involved.</li> <li>- Ensure emergency exits are clear and accessible.</li> <li>- Have inspection checklists ready for the delivery.</li> </ul>	2M
2. Arrival of Delivery Vehicle	vehicular movement, noise, pollution	3H	<ul style="list-style-type: none"> <li>- Define and mark safe vehicle paths in the area.</li> <li>- Have competent staff to guide vehicle parking.</li> <li>- Ensure staff wear high-visibility clothing.</li> <li>- Vehicle engines should be switched off when stationary.</li> <li>- Implement noise control measures like ear protection if necessary.</li> <li>- Limit vehicular activity to non-peak times.</li> <li>- Ensure loading bay is clear and secured before vehicle arrival.</li> <li>- Train staff to maintain a safe distance from moving vehicles.</li> <li>- Install barriers where necessary to separate personnel from vehicles.</li> <li>- Conduct pre-entry vehicle inspections.</li> </ul>	1L
3. Unloading Animals	animal bites, manual handling injuries	4A	<ul style="list-style-type: none"> <li>- Ensure the use of appropriate PPE such as gloves and arm guards.</li> <li>- Include experienced handlers in the unloading process.</li> <li>- Use mechanical aids to assist in heavy load movement.</li> <li>- Offer training on safe lifting techniques.</li> <li>- Assign enough personnel to each task to manage load safely.</li> <li>- Monitor animal behavioural cues to anticipate aggressive actions.</li> <li>- Ensure a vet is on standby in case of emergencies.</li> <li>- Implement a buddy system for additional safety.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Use temporary enclosures to control animal movements.</li> <li>- Have a risk officer present to ensure safety procedures are followed.</li> </ul>	
4. Inspection of Animals	zoonotic disease transmission, unexpected animal behaviour	3H	<ul style="list-style-type: none"> <li>- Use temporary enclosures to control animal movements.</li> <li>- Have a risk officer present to ensure safety procedures are followed.</li> <li>- Use personal protective equipment (PPE) such as gloves, lab coats, and face masks.</li> <li>- Restrict access to the animal housing area.</li> <li>- Implement strict hygiene protocols, including hand washing and disinfection of surfaces.</li> <li>- Monitor animals closely for any signs of distress or abnormal behaviour.</li> <li>- Use appropriate handling techniques to minimise stress and injury.</li> <li>- Ensure all equipment is clean and well-maintained.</li> <li>- Follow all relevant health and safety regulations.</li> <li>- Have a contingency plan in place for emergencies.</li> <li>- Provide training for staff on animal handling and safety procedures.</li> <li>- Use barriers or cages to separate animals from staff.</li> <li>- Limit the number of staff in the animal housing area at any one time.</li> <li>- Avoid direct contact with animals unless necessary and with appropriate PPE.</li> <li>- Report any incidents or near-misses immediately.</li> <li>- Review and update safety procedures regularly.</li> <li>- Conduct regular risk assessments.</li> <li>- Ensure all staff are aware of the risks and control measures.</li> <li>- Use appropriate signage to warn of potential hazards.</li> <li>- Keep the animal housing area clean and free of clutter.</li> <li>- Use appropriate ventilation systems.</li> <li>- Monitor air quality regularly.</li> <li>- Implement a pest control program.</li> <li>- Use appropriate lighting to ensure visibility.</li> <li>- Have a first aid kit available.</li> <li>- Ensure all staff are trained in first aid.</li> <li>- Have a fire evacuation plan in place.</li> <li>- Conduct regular fire drills.</li> <li>- Ensure all exits are clear and unobstructed.</li> <li>- Use appropriate fire extinguishers.</li> <li>- Have a plan for dealing with animal escapes.</li> <li>- Implement a system for recording animal movements and health.</li> <li>- Use appropriate data management systems.</li> <li>- Ensure all data is accurate and up-to-date.</li> <li>- Have a system for dealing with data breaches.</li> <li>- Implement a data backup system.</li> <li>- Use appropriate data storage systems.</li> <li>- Ensure all data is secure.</li> <li>- Have a plan for dealing with data loss.</li> <li>- Implement a system for dealing with data corruption.</li> <li>- Use appropriate data recovery methods.</li> <li>- Have a plan for dealing with data theft.</li> <li>- Implement a system for dealing with data misuse.</li> <li>- Use appropriate data access controls.</li> <li>- Have a plan for dealing with data retention.</li> <li>- Implement a system for dealing with data archiving.</li> <li>- Use appropriate data disposal methods.</li> <li>- Have a plan for dealing with data 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5. Transport to Holding Area	tripping hazards, animal escape	3H	<ul style="list-style-type: none"> <li>- Use temporary enclosures to control animal movements.</li> <li>- Have a risk officer present to ensure safety procedures are followed.</li> <li>- Use personal protective equipment (PPE) such as gloves, lab coats, and face masks.</li> <li>- Restrict access to the animal housing area.</li> <li>- Implement strict hygiene protocols, including hand washing and disinfection of surfaces.</li> <li>- Monitor animals closely for any signs of distress or abnormal behaviour.</li> <li>- Use appropriate handling techniques to minimise stress and injury.</li> <li>- Ensure all equipment is clean and well-maintained.</li> <li>- Follow all relevant health and safety regulations.</li> <li>- Have a contingency plan in place for emergencies.</li> <li>- Provide training for staff on animal handling and safety procedures.</li> <li>- Use barriers or cages to separate animals from staff.</li> <li>- Limit the number of staff in the animal housing area at any one time.</li> <li>- Avoid direct contact with animals unless necessary and with appropriate PPE.</li> <li>- Report any incidents or near-misses immediately.</li> <li>- Review and update safety procedures regularly.</li> <li>- Conduct regular risk assessments.</li> <li>- Ensure all staff are aware of the risks and control measures.</li> <li>- Use appropriate signage to warn of potential hazards.</li> <li>- Keep the animal housing area clean and free of clutter.</li> <li>- Use appropriate ventilation systems.</li> <li>- Monitor air quality regularly.</li> <li>- Implement a pest control program.</li> <li>- Use appropriate lighting to ensure visibility.</li> <li>- Have a first aid kit available.</li> <li>- Ensure all staff are trained in first aid.</li> <li>- Have a fire evacuation plan in place.</li> <li>- Conduct regular fire drills.</li> <li>- Ensure all exits are clear and unobstructed.</li> <li>- Use appropriate fire extinguishers.</li> <li>- Have a plan for dealing with animal escapes.</li> <li>- Implement a system for recording animal movements and health.</li> <li>- Use appropriate data management systems.</li> <li>- Ensure all data is accurate and up-to-date.</li> <li>- Have a system for dealing with data breaches.</li> <li>- Implement a data backup system.</li> <li>- Use appropriate data storage systems.</li> <li>- Ensure all data is secure.</li> <li>- Have a plan for dealing with data loss.</li> <li>- Implement a system for dealing with data corruption.</li> <li>- Use appropriate data recovery methods.</li> <li>- Have a plan for dealing with data theft.</li> <li>- Implement a system for dealing with data misuse.</li> <li>- Use appropriate data access controls.</li> <li>- Have a plan for dealing with data retention.</li> <li>- Implement a system for dealing with data archiving.</li> <li>- Use appropriate data disposal methods.</li> <li>- Have a plan for dealing with data destruction.</li> <li>- Implement a system for dealing with data recovery.</li> <li>- Use appropriate data backup methods.</li> <li>- Have a plan for dealing with data restoration.</li> <li>- Implement a system for dealing with data migration.</li> <li>- Use appropriate data transfer methods.</li> <li>- Have a plan for dealing with data integration.</li> <li>- Implement a system for dealing with data interoperability.</li> <li>- Use appropriate data exchange formats.</li> <li>- Have a plan for dealing with data compatibility.</li> <li>- Implement a system for dealing with data security.</li> <li>- Use appropriate data encryption methods.</li> <li>- Have a plan for dealing with data authentication.</li> <li>- Implement a system for dealing with data authorization.</li> <li>- Use appropriate data access controls.</li> <li>- Have a plan for dealing with data accountability.</li> <li>- Implement a system for dealing with data transparency.</li> <li>- Use appropriate data reporting methods.</li> <li>- Have a plan for dealing with data communication.</li> <li>- Implement a system for dealing with data collaboration.</li> <li>- Use appropriate data sharing methods.</li> <li>- Have a plan for dealing with data privacy.</li> <li>- Implement a system for dealing with data protection.</li> <li>- Use appropriate data governance methods.</li> <li>- Have a plan for dealing with data ethics.</li> <li>- Implement a system for dealing with data compliance.</li> <li>- Use appropriate data management methods.</li> <li>- Have a plan for dealing with data quality.</li> <li>- Implement a system for dealing with data accuracy.</li> <li>- Use appropriate data validation methods.</li> <li>- Have a plan for dealing with data integrity.</li> <li>- Implement a system for dealing with data consistency.</li> </ul>	2M
6. Documentation and Record-Keeping	incorrect data entry, loss of sensitive information	2M	<ul style="list-style-type: none"> <li>- Use temporary enclosures to control animal movements.</li> <li>- Have a risk officer present to ensure safety procedures are followed.</li> <li>- Use personal protective equipment (PPE) such as gloves, lab coats, and face masks.</li> <li>- Restrict access to the animal housing area.</li> <li>- Implement strict hygiene protocols, including hand washing and disinfection of surfaces.</li> <li>- Monitor animals closely for any signs of distress or abnormal behaviour.</li> <li>- Use appropriate handling techniques to minimise stress and injury.</li> <li>- Ensure all equipment is clean and well-maintained.</li> <li>- Follow all relevant health and safety regulations.</li> <li>- Have a contingency plan in place for emergencies.</li> <li>- Provide training for staff on animal handling and safety procedures.</li> <li>- Use barriers or cages to separate animals from staff.</li> <li>- Limit the number of staff in the animal housing area at any one time.</li> <li>- Avoid direct contact with animals unless necessary and with appropriate PPE.</li> <li>- Report any incidents or near-misses immediately.</li> <li>- Review and update safety procedures regularly.</li> <li>- Conduct regular risk assessments.</li> <li>- Ensure all staff are aware of the risks and control measures.</li> <li>- Use appropriate signage to warn of potential hazards.</li> <li>- Keep the animal housing area clean and free of clutter.</li> <li>- Use appropriate ventilation systems.</li> <li>- Monitor air quality regularly.</li> <li>- Implement a pest control program.</li> <li>- Use appropriate lighting to ensure visibility.</li> <li>- Have a first aid kit available.</li> <li>- Ensure all staff are trained in first aid.</li> <li>- Have a fire evacuation plan in place.</li> <li>- Conduct regular fire drills.</li> <li>- Ensure all exits are clear and unobstructed.</li> <li>- Use appropriate fire extinguishers.</li> <li>- Have a plan for dealing with animal escapes.</li> <li>- Implement a system for recording animal movements and health.</li> <li>- Use appropriate data management systems.</li> <li>- Ensure all data is accurate and up-to-date.</li> <li>- Have a system for dealing with data breaches.</li> <li>- Implement a data backup system.</li> <li>- Use appropriate data storage systems.</li> <li>- Ensure all data is secure.</li> <li>- Have a plan for dealing with data loss.</li> <li>- Implement a system for dealing with data corruption.</li> <li>- Use appropriate data recovery methods.</li> <li>- Have a plan for dealing with data theft.</li> <li>- Implement a system for dealing with data misuse.</li> <li>- Use appropriate data access controls.</li> <li>- Have a plan for dealing with data retention.</li> <li>- Implement a system for dealing with data archiving.</li> <li>- Use appropriate data disposal methods.</li> <li>- Have a plan for dealing with data destruction.</li> <li>- Implement a system for dealing with data recovery.</li> <li>- Use appropriate data backup methods.</li> <li>- Have a plan for dealing with data restoration.</li> <li>- Implement a system for dealing with data migration.</li> <li>- Use appropriate data transfer methods.</li> <li>- Have a plan for dealing with data integration.</li> <li>- Implement a system for dealing with data interoperability.</li> <li>- Use appropriate data exchange formats.</li> <li>- Have a plan for dealing with data compatibility.</li> <li>- Implement a system for dealing with data security.</li> <li>- Use appropriate data encryption methods.</li> <li>- Have a plan for dealing with data authentication.</li> <li>- Implement a system for dealing with data authorization.</li> <li>- Use appropriate data access controls.</li> <li>- Have a plan for dealing with data accountability.</li> <li>- Implement a system for dealing with data transparency.</li> <li>- Use appropriate data reporting methods.</li> <li>- Have a plan for dealing with data communication.</li> <li>- Implement a system for dealing with data collaboration.</li> <li>- Use appropriate data sharing methods.</li> <li>- Have a plan for dealing with data privacy.</li> <li>- Implement a system for dealing with data protection.</li> <li>- Use appropriate data governance methods.</li> <li>- Have a plan for dealing with data ethics.</li> <li>- Implement a system for dealing with data compliance.</li> <li>- Use appropriate data management methods.</li> <li>- Have a plan for dealing with data quality.</li> <li>- Implement a system for dealing with data accuracy.</li> <li>- Use appropriate data validation methods.</li> <li>- Have a plan for dealing with data integrity.</li> <li>- Implement a system for dealing with data consistency.</li> </ul>	1L

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7. Animal Settling and Monitoring	aggression from stress, noise disturbance	3H		2M
8. Cleaning and Sanitation	chemical exposure, sharp tools	3H		1L
9. Health Checks and Vaccinations	needle stick injuries, adverse reactions	3H		1L

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10. Emergency Protocols and Drills	lack of preparedness, panic response	4A		2M
11. Staff Training and Competency Development	skill-based errors, miscommunication	3H		1L
12. Feedback and Incident Reporting	underreporting incidents, data inaccuracy	3H		1L

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13. Waste Management	biological hazards, contamination	4A		2M
14. Animal Handlers' Health and Well-Being	stress, injuries	3H		1L
15. Visitor and Public Safety	unauthorised access, interference with procedures	4A		2M

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SAMPLE



## EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

## LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT ARE NOT APPLICABLE

### Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

### Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

### New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

### Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

### Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

### Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

### Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

### South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

### Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.